

GRADUATION SPECIALIST

CLASS SUMMARY

Under direction – Evaluates incoming transcripts for degree, certification, and certificate completion requirements; performs institutional credit and area evaluation for CSU and UC lower/upper division general education coursework; records and assesses AP, CLEP, IB scores, Military credit and Credit by Exam; prepares and presents all reports related to graduation data, including MIS; applies and advises on all appropriate Title 5 graduation requirements; and performs related degree audit and student records' duties as required.

REPRESENTATIVE DUTIES

Evaluates and reviews incoming academic transcripts of coursework completed at Santa Ana College, Santiago Canyon College or other colleges/universities to determine completion of degree or certificate requirements; research courses from other institutions to determine equivalencies toward graduation or transfer requirements; advises personnel from other institutions on Santa Ana College/Santiago Canyon College course content and transferability; notifies student of eligibility or ineligibility for degree or certificate; creates statistical reports and analysis of degrees and certificates conferred; computes division honors for each graduation period and assists in the compilation of the commencement program; prepare and participate in annual catalog revisions; ensures the functionality of the degree audit system; answers general questions from students and counselors by telephone, email, and personal contact regarding graduation requirements; assists counselors, as requested, in analyzing student records; interprets admissions/records office policies and applies them in a variety of procedural situations; evaluates student records to determine completion of prerequisites for application to different program; Create/s orders diplomas and certificates utilizing customized software or from a third party vendor; performs admissions and registration duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the designated manager/administrator.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of education or training equivalent to a Bachelor's degree and four years experience with college transfer coursework, admissions and records or counseling. Experience in college level transcript evaluation is preferred.

GRADUATION SPECIALIST cont'd

Knowledge and Abilities

Knowledge of: College policies and procedures related to degree completion and transfer to four year colleges/universities; articulation agreements; transfer equivalencies for degree completion; cumulative Grade Point Average calculation; modern student information systems (i.e. Datatel, Banner, PeopleSoft, etc); Microsoft office applications, such as excel, word, publisher, student databases, Powerpoint; Title 5 and Education Code as it pertains to awarding of degrees and certificates.

Ability to: Analyze, interpret, apply and explain legal mandates, codes, rules, policies, procedures, regulations, and guidelines; Establish and maintain comprehensive and accurate graduation files and records; Evaluate college transcripts with a high degree of critical thinking; Prepare and explain concise and complete reports on graduation data; Perform mathematical calculations with accuracy; Possess a high level of organization; Present to administrators, counselors, parents and students; Research and adapt to changing regulations and procedural requirements; Communicate effectively with the college community and students orally and in writing; Build and maintain cooperative working relationships with administrators, faculty, staff and students.